

How to write a good paper and report

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Writing a paper contain

- Sticking to the topic
- Planning the paper
- An interesting **Introduction**
- A persuasive **Body**
- An effective **Conclusion**
- Reviewing

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Sticking to the TOPIC

- Choose a topic you are passionate about, it makes writing easier. If you can't choose the topic, then study it to make sure you know it better.
- It's very important to stick to the **scope**... waffling, getting sidetrack loses marks.
- **Branch out** using main and sub headings
- **Develop** ideas using facts, personal opinions in a logical order.

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Planning the paper

- Planning gives you an idea of where to begin and how the essay should flow.
- Make sure your paper is in chronological order so it is easy to read.
- Gather facts and put them under headings they belong.
- Bullet point ideas will make writing easier.
- Before you begin writing the paper, plan ahead in order not to miss out on anything important.

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An interesting Introduction

- Topic and purpose of the paper
- Indicates structure
- Seizes interest and makes reader want to read on
- Forecasting: If the essay is about...
 - Conflict = How do you aim to resolve it?
 - Challenge = Argue a belief/stereotype

Introduction indicates whether your paper will be interesting or boring. It gives the marker an instant “feel” of it! So make sure it’s captivating from the start.

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A persuasive Body

- Makes sense. Logical, persuasive facts and language.
- No waffling (going off topic) or repetition of points.
- Facts to back up your idea.

Point of paragraph

Explanation of point (go into detail)

Example (facts to back up idea)

Relevance (why?) Mini conclusion

Link to next paragraph for flow/ easy-reading

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An effective Conclusion

- Summarize main points (usually don't introduce new ideas)
- Make sure the audience understands the main point of the paper
- Recommend, answer, reaffirm, reflect, echo, clarify, emphasize, effective and powerful
- A moral passed on and a lesson learned from your paper
- Gives a closure

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Reviewing

- Introduction = purpose of essay
- Body = coherence
- Conclusion = summary
- Remove/Rewrite parts to create a sense of "unity" and completeness
- Proofread
- Appropriate length
- Keep rereading the paper! Make it a masterpiece

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Make your essay Stand Out

- **Structure** your paper to make it easy to read and understand
- Have a **unique** point of view so your ideas don't sound like the others
- Back up your ideas with solid **facts** to persuade the reader to your side
- Proofread until your essay is **perfect**
- Write with **passion**

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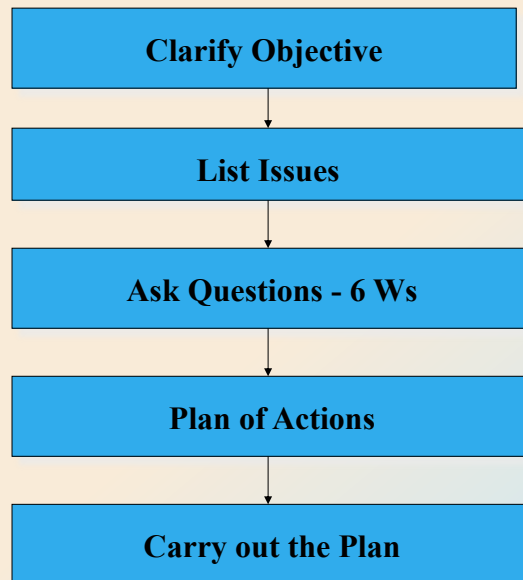
PARTS OF A REPORT

Part	Description
Title Page	Title, Author's name, Date of submission
Table of Contents	List of sections, sub-sections, appendices, etc.
Executive Summary	Summary of entire report
Introduction	Purpose, Background, Methods of Investigation, Scope
Findings	Analysis of facts obtained
Conclusions	Deductions based on findings
Recommendations	Suggestions and advice based on conclusions
Bibliography/References	List of references
Appendices	Supplementary materials e.g. other supporting data

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Research/Project study process



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Asking important questions

The 6 Ws

- **Why** is the project being initiated?
- **What** is the problem?
- **When** the project has to be done?
- **Where** can materials be obtained?
- **Who** might do what?
- **How** should it be done?

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Report Writing Phases

Content Formats

- 1. Statement of problem**
- 2. Description of methodology**
- 3. Data collection and analysis**
- 4. Review of findings**
- 5. Conclusions**
- 6. Recommendations**

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Final Parts of a Report

1. Findings

- **Accurate**
- **Factual**
- **Descriptive information**

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Final Parts of a Report

2. Conclusions

- **Interpretations**
- **Evaluations**
- **Explain what happened**
- **Make value-judgments**

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Final Parts of a Report

3. Recommendations

- **What need to happen**
- **Why it needs to happen**
- **Steps to solve the problem**

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Example

- 1) We found that ...(it is raining)
- 2) We conclude that ...(you will get wet if you go outside)
- 3) We recommend that ...(you get an umbrella)

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It is important that

- a) Your recommendations specifically address problems, opportunities for improvements identified in your conclusions;
- b) The conclusions you draw are specifically supported by your findings.

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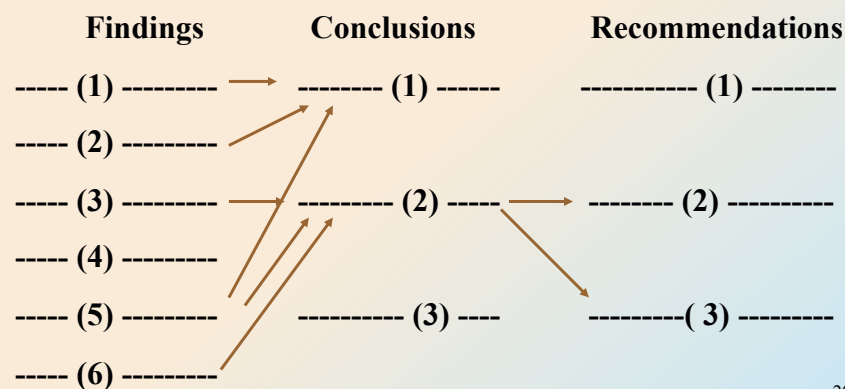
Be vigorous and make sure that:

- a) Your observations and data are factual information and not assumptions;
- b) Your findings are 'findings' and not 'conclusions' and vice versa;
- c) Your conclusions are backed by findings;
- d) Your recommendations do lead on from your conclusions.

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- To achieve the above, a structured analysis showing the relationship between your findings, conclusions and recommendations should be mapped out. A 'map' of the process is as follows:



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The above example shows:

- Finding in (4) does not lead to a conclusion. Is there a material conclusion that can be drawn from this finding?
- Conclusion (3) is not supported by findings. Either get findings to support it or discard it.
- Conclusion (2) supports two recommendations. Check again to see if either the conclusion is really two conclusions or the two recommendations are really only one.

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Characteristics of a Well-Written Report

- Clarity
- Conciseness
- Coherence
- The right emphasis on important aspects
- Meaningful organization of paragraphs
- Smooth transition from one topic to the next
- Apt choice of words
- Specificity

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ESSENCE OF A GOOD PAPER / REPORT

- Clear & concise
- Sound methodology
- Comprehensive analysis of information & data
- Conclusions & recommendations based on well-reasoned analysis
- Contents arranged in logical sequence
- Professionally presented

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Essence of a High Quality Report

1. The report should be clear, concise and easily understood;
2. It should demonstrate the appropriate methods of assembling and processing information;
3. It should include a comprehensive analysis of available information and distinguish facts from opinions;

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Essence of a High Quality Report

4. Alternative courses of action related to the analysis should be presented where appropriate;
5. Conclusions and recommendations should be based on well-reasoned arguments and analyses;
6. The materials and analyses should be arranged in a logical sequence by sections or chapters, including supportive information in appendices, if necessary;
7. There should be a Table of Contents indicating page numbers;

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Essence of a High Quality Report

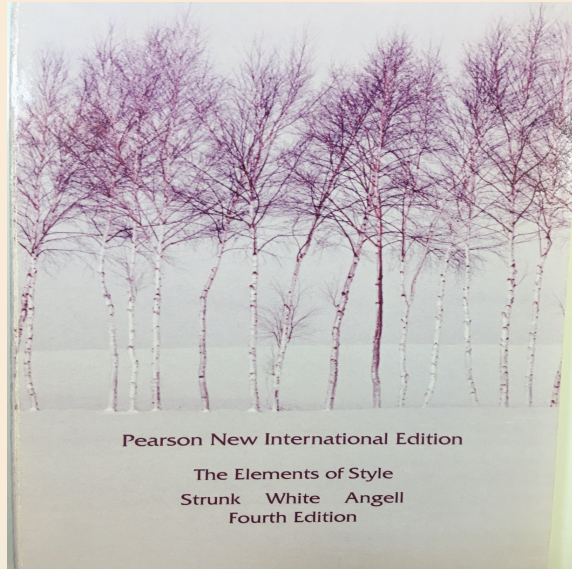
8. Statistics should illustrate, substantiate or explain the text;
9. Technical terms should be defined;
10. Sources of all statistics, information and quotations must be stated and a bibliography of books and papers consulted should be included.

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Recommended writing reference:

Strunk, White, Angell (2014), *The Elements of Style*,
4th Ed. Pearson.



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